

Title: Public Use of Greenview Meeting Rooms

Policy No: 1018

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No (IF APPLICABLE):

Department: Legislative Services

Review Date: (3 Years from date approved)



Legal References:

N/A

Cross References:

N/A

Purpose: The purpose of this policy is to establish guidelines and procedures for the use of meeting rooms in Greenview Public Service Buildings. This ensures the effective and appropriate use of municipal facilities while prioritizing Council business and Greenview operations.

1. DEFINITIONS

1.1. **Greenview** means the Municipal District of Greenview No. 16.

1.2. **Public Service Building(s)** means the Grande Cache, Grovedale, and DeBolt Public Service Buildings, as well as the Valleyview Administration Building and Family and Community Support Services building.

2. POLICY STATEMENT

2.1. Meeting rooms within Greenview Public Service Buildings are designated for the exclusive use of Greenview staff, and Councillors. Council business and operational requirements take precedence over all other uses. External individuals or groups are not authorized to utilize these spaces without the supervision of a Greenview staff member or Councillor.

3. BOOKING AND USE

3.1. All booking requests must be submitted to the respective meeting room as far in advance as possible and will be approved based on availability.

3.2. The use of meeting rooms after typical business hours is subject to the approval of the respective director of Greenview Staff or the CAO in all instances relating to Council.

3.3. A Greenview Staff member or Councillor must be present at a Greenview Public Service Building for the duration of any function taking place in a meeting room.

3.4. Meeting rooms must be left in the condition they were found. Users are responsible for arranging the room to meet their needs and restoring it to its original condition afterward.

This includes removing all materials, waste, or equipment immediately following the conclusion of the meeting.

- 3.5. Tampering with audio visual equipment is not permitted. If additional equipment or technological support is required, users must notify the Information Systems department at the time of booking to make the necessary arrangements.

4. AUTHORITY OF GREENVIEW

- 4.1. Council business and Greenview operations take precedence over all other bookings. Greenview has the authority to cancel any bookings.

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